



1112 Manatee Avenue West  
Bradenton, FL 34205  
[purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)

## Solicitation Addendum

---

Addendum No.: 3  
Solicitation No.: 24-TA005084SAM  
Project No.: 61100182  
Solicitation Title: Professional Engineering Services for Southeast Water  
Reclamation Facility (SEWRF) Electrical M1 & M2 Switchgear  
Replacement  
Addendum Date:  
Procurement Contact: Sherri Meier

**RFQ No. 24-TA005084SAM is amended as set forth herein. Responses to questions posed by prospective bidders are provided below. This Addendum is hereby incorporated in and made a part of RFQ No. 24-TA005084SAM.**

**The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFQ is March 12, 2024.**

### **ADD:**

#### **SECTION A, INSTRUCTIONS TO PROPOSERS, A.01 INFORMATION CONFERENCE AND SITE VISIT**

An additional non-mandatory site visit is being offered as follows:

A non-mandatory site tour will be held at 1:00 PM ET, February 16, 2024, at the Southeast Water Reclamation Facility, 3333 Lena Road, Bradenton, FL 34221.

### **REPLACE:**

#### **SECTION E, EXHIBITS, EXHIBIT 1 SCOPE OF SERVICES**

Replace Exhibit 1 Scope of Services with Revised Exhibit 1 Scope of Services in its entirety, hereby incorporated into this RFQ and attached to this Addendum No. 1.

### **QUESTIONS AND RESPONSES:**

**Q1. Does the county prefer the entire proposal be printed as single-sided or double-sided copies?**

R1. The County has no preference.

**Q2. Are wet signatures required for forms? or is it acceptable to have the original signature in the introductory letter only? Are online notarizations accepted?**

R2. No, electronic signatures are acceptable. Yes, online notarizations are acceptable.

**Q3. In regards to Tab 6 – ‘provide a minimum of 3 references for professional electrical engineering since December 1, 2018’, does the design need to be completed or does construction need to be completed?**

R3. Design completed.

**Q4. In regards to Tab 9 – Similar Completed Projects – Do these projects require that design be completed or construction completed?**

R4. Design completed.

**Q5. The project description (1.02) contains the following: “Replacement of the M1 and possibly M2 480V Electrical Switchgears at the SEWRF. The new switchgear will incorporate the feeder breakers into the M3 and M4 switchgear lineups...” Are M1 and M2 the main breakers of SWGR-1A and SWGR-1B, respectively? In other words, is the project’s intent to replace SWGR-1A/1B, the Westinghouse gear from ~1986?**

R5. Yes, M1 and M2 are the main breakers of SWGR-1A and SWGR-1B, respectively. Yes, it is the project’s intent to replace SWGR-1A/1B, the Westinghouse gear from ~1986.

**Q6. Regarding the second part of the project description, is it desired for the new SWGR-1 to contain feeder breakers for feeding the existing SWGR-2A/2B (M3/M4), as recommended in the master plan?**

R6. No. SWGR-2A/2B (M3/M4) are fed directly from FP&L’s 2000kVA transformer.

**NOTE:**

Deleted items will be ~~struck through~~, added or modified items will be underlined. All other terms and conditions remain as stated in the RFQ.

**INSTRUCTIONS:**

Receipt of this Addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

**END OF ADDENDUM**

**AUTHORIZED FOR RELEASE**

## **REVISED EXHIBIT 1, SCOPE OF SERVICES**

### **RFQ NO. 24-TA005084SAM**

#### **1.01 BACKGROUND INFORMATION**

Manatee County, a political subdivision of the State of Florida (hereinafter in this Scope referred to as County), is seeking proposals from qualified firms for the provision of Professional Engineering Services and other professional services for the Southeast Water Reclamation Facility (SEWRF) Capacity Switchgear Replacement Project located at 3331 Lena Road, Bradenton, FL 34211.

#### **1.02 PROJECT DESCRIPTION**

Replacement of the M1 and possibly M2 and TIE breaker 480V Electrical Switchgears lineup at the SEWRF. All existing breakers fed from M1 and M2 will be replaced. Florida Power and Light (FP&L) will be removing their vault transformers from their Vault and relocating them outside the building. The new location will be in the grass area between the road and the west side of the electrical building. There is a 4160/480-volt transformer in this area that will need to be removed and that area given to FP&L for their new transformers. Any underground utilities in this area that FP&L needs moved will be included in this scope. M1, M2, M3 and M4 feeders are currently routed to the current FP&L vault. These feeders will need to get rerouted to the new FP&L transformer location. National Fire Protection Association (NFPA 70E) Arc Flash safety requirements must be included in the design. ~~The new switchgear will incorporate the feeder breakers into the M3 and M4 switchgear lineups and include all appurtenances for successful installation. Occupational Safety and Health Administration Arc flash safety requirements must be included in the design.~~

#### **1.03 SCOPE**

The successful Proposer (hereinafter in this scope referred to as Consultant) shall furnish all equipment, labor, materials, supplies, licensing, transportation and other components necessary to perform Professional Engineering Services and other professional services for the Project to include, but not limited to the following disciplines and sub-disciplines:

- Data Collection, Basis of Design, and Preliminary design
- Wastewater Treatment - Process Engineering/ Modeling
- Design Phase Services - Engineering (Civil, Structural, Mechanical, Electrical, Instrumentation and Controls)
- Permitting Phase Services
- Construction Phase Services

#### **1.04 SERVICE REQUIREMENTS**

The Consultant's services shall include, but not limited to, the following:

1. Engineering Design and Specification (Electrical Engineering & Wastewater Plant modeling)
2. Permitting (Meetings, Applications and Certifications)
3. Utility Coordination
4. Coordination with other firms with concurrent projects at the SEWRF.
  - a. Design must take into account concurrent projects either in design or construction.
5. Perform Field Reviews
6. Attend Project Meetings, Prepare Meeting Agendas and Meeting Minutes
7. Attend Design Review Meetings
8. Project Scheduling
9. Construction Phasing
10. Engineering Contract Administration and Management
11. Contract File (Setup and Maintenance)
12. Bidding and Construction Phase Services
13. Assist in the preparation Record Drawings
14. All Other Services Necessary for Project Completion

### **1.05 DELIVERABLES**

The Consultant shall provide the following deliverables to the County:

1. Project Management, Coordination, Field Review, Data Collection
  - a. Project Schedule
  - b. Final CAD base files in "DWG" format
  - c. Records of correspondence with permitting agencies and utilities
  - d. Provide monthly progress reports for the duration of the project.
  - e. Attend monthly project meetings and provide meeting minutes to the County.
  - f. Collect Data and As-Builts as necessary of the project design.
  - g. Conduct a field review of the project to take photos, note field conditions, and verify information within the project limits.
2. Design and Permitting
  - a. Preliminary Design (30%)
    - i. One (1) electronic set of plans in "pdf" format.
    - ii. One (1) electronic copy of the 30% opinion of probable construction cost with bid quantities in "pdf" format.
    - iii. All electronic copies of the items listed above are to be submitted via the Design Review (DESR) process in e-Builder.
  - b. Intermediate Design (60%)

- i. One (1) electronic set of plans in "pdf" format.
      - ii. One (1) electronic set of technical specifications in "pdf" format.
      - iii. One (1) electronic copy of the updated opinion of probable construction cost with bid quantities in "pdf" format.
      - iv. All electronic copies of the items listed above are to be submitted via the Design Review (DESR) process in e-Builder.
    - c. Intermediate Design (90%)
      - i. One (1) electronic set of plans in "pdf" format.
      - ii. One (1) electronic set of technical specifications in "pdf" format.
      - iii. One (1) electronic copy of the updated opinion of probable construction cost with bid quantities in "pdf" format.
      - iv. All electronic copies of the items listed above are to be submitted via the Design Review (DESR) process in e-Builder.
    - d. Final Design (100%)
      - i. One (1) set of Signed and Sealed 24"x36" plans and Technical Specifications
      - ii. One (1) electronic set of digitally signed and sealed plans, Technical Specifications and Special Provisions in "pdf" format.
      - iii. One (1) copy of all base files in AutoCAD "dwg" format and text fonts used.
      - iv. One (1) final opinion of probable construction cost with bid quantities in "pdf" format.
      - v. One (1) copy of all permits in "pdf" format.
      - vi. All electronic copies of the items listed above are to be submitted via the Design Review (DESR) process in e-Builder.
    - e. Permitting: submit permit applications for the construction of the project to the authority having jurisdiction.
- 3. Construction Phase Services
  - a. Construction Phase
    - i. Attend one (1) pre-construction meeting, prepare and provide agenda and minutes of the meeting.
    - ii. Attend monthly progress meetings during the construction phase.
    - iii. Notify permitting agencies of the start of construction, as necessary and in accordance with permit conditions.
    - iv. Review monthly pay applications submitted by the Contractor for completeness and make recommendations for payments.
    - v. Review and provide responses/approvals for submittals, RFIs, and shop drawings.
    - vi. Provide recommendations of changes, as necessary, which may

- be required within the scope of the project during construction.
- vii. Conduct a limited number of site visits during construction to observe general construction activities and prepare a one-page narrative on the progress of the work.
  - viii. Prepare the punch list items to be corrected or completed at the substantial and final completion stages of the work.
  - ix. Assist in the preparation and verify correctness Record Drawings
    - 1. Provide one copy of the Record Drawings Signed and Sealed by the Engineer-of-Record.

### **1.06 GENERAL DUTIES OF THE CONSULTANT**

The relationship of the Consultant to the County will be that of a professional consultant, and the Consultant will provide the professional and technical services required under the resulting Agreement in accordance with professional practices and ethical standards. No employer/employee relationships shall be deemed to be established and the consultant, its agents, subcontractors, and employees shall be independent contractors at all times.

It shall be the responsibility of the Consultant to work with the County and apprise it of solutions to problems and the approach or technique to be used towards accomplishment of the County objectives as set forth in this RFQ, which will be made a part of the Agreement upon execution by both parties.

The Consultant shall be responsible for the professional quality, technical accuracy, timely completion, compliance with laws, regulations and rules, and the coordination with all appropriate agencies of all designs, drawings, specifications, reports and other Professional Services provided by the Consultant. If the County, in its sole discretion, determines there are errors, omissions or other deficiencies in the Consultant's designs, drawings, specifications, reports and other services, the Consultant shall, without additional compensation, correct or revise said errors or omissions to the satisfaction of the County.

The Consultant shall be familiar with Manatee County Standards, templates and processes.

The Consultant shall be required to use the Internet web-based project management tool, e-Builder Enterprise™ (e-Builder), and protocols included in that software during this project; and shall take any training courses required by the Owner, at no additional cost to the Owner. The use of this project management system does not replace or change any contractual responsibilities of the participants.

User registration, electronic and computer equipment, and Internet connections required for e-Builder are the responsibility of the Consultant. The sharing of user accounts is

prohibited. Individuals who are granted log-in access to the County e-Builder platform shall be responsible for the proper use of their passwords and access to data as agents of the Consultant. For documents requiring original signature such as Contracts, Change Orders, Application and Certification for Payment, and Field Directives, paper documents may be required in addition to submittal via e-Builder.

User licenses for e-Builder Enterprise™ will be provided and paid for by the Owner based on assigned roles for the project including Project Manager, Project Fiscal, Project Superintendent, and others as may be required.

**1.07 ESTIMATED PROJECT COMPLETION DATE**

The estimated project completion time for the 100% design submittal for this RFQ is 15 months from the project design kick-off meeting.

**1.08 ESTIMATED PROJECT COST**

The County has estimated the project design and construction cost at approximately \$5,891,000.

**END OF EXHIBIT 1**